# Handbook

2012

## MGIP12: International Internships Programming and Design

*" Contained in this handbook you will find practical information on applying for your student visa, details of how to travel to the company, what to expect during your first week, information on living and working in Bangkok and more. I hope you find this useful and please visit our website for more information about Mango Consultant Co., Ltd. I am delighted you are considering joining our team and we look forward to welcoming you to Bangkok soon."*

***Ludovic Barberet***
***Internship Program Director***
***Mango Consultant Co., Ltd.***

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# CHAPTER 1 - Introduction

## 1.1 Introduction

Mango Consultant Co., Ltd offer two internship programs to any international students willing to join Mango Consultant team for a few months to improve their academic skills and competences as well as organizational and personal knowledge regarding the field in which he/she is studying.

The internship program provides you a good opportunity to practice what you learned at the university in an international environment. We will make sure that the internship at Mango Consultant Co., Ltd meets your professional development needs and we will provide you some training about the tools we are using, your tasks and the company.

## 1.2 Objectives

1. To create an opportunity for the student to apply knowledge and understanding compiled from the theory into a real practice

2. To clarify student's point of view on various aspects of business and industries relating to Software development, Design, Construction or Real estate

3. To ensure individual's development and application of skill and experience for one's future career

4. To learn more about Thai culture and language

5. To work in an international environment

## 1.3 Eligibility

If you are willing to join Mango Consultant's team, you will need to be enrolled in an undergraduate or postgraduate degree in any country and agrees on the different rules of the company and your university.

You must have an acceptable level of communication in English, or a proof of successful TOEFL or IELTS test. If the student can speak correctly French or German, these two languages can also be spoken as an alternative to English to communicate.

The internship period should be at least three months or twelve weeks.

The student should have attained majority.

## 1.4 Presentation of Mango Consultant Co., Ltd

Mango Consultant was founded on June, 26th 2008 by Mrs. Anchalee Wongpintu, Mr. Suradej Songsermsujarit and Mr. Kantapong Haud U Pad. They gather together a team of engineers and accountant specialists to develop ERP software to use in the construction business.

Our vision is to be the leader in ERP software for construction businesses and develop the best program for our customers to control costs and budget and manage resources. We also focus on giving an excellent service to our customer.

Our mission is to be committed to develop easy to use programs to facilitate management decisions and improve it further.

## 1.5 Presentation of MangoERP

If you do not have a clear idea what is ERP software, we advise you to read the Wikipedia article about it (http://en.wikipedia.org/wiki/Enterprise_resource_planning) before reading the following paragraph.

MangoERP is the best ERP software for contractor business as it can absolutely respond to all needs ranging from the very start of project bidding until conclusion. It helps creating operation system in an organization which includes all core business processes in your company. Its function can be separated into three parts, namely, Budget Control, Account & Finance Control and Project Management Control. It can serve indefinite range of use and report the performance in order to really correct and prevent potential problems in all sectors.

## 1.6 Mango's Team

Most of Mango's employees are software engineers or accountant specialists working closely together to create the best Construction ERP. The average age of the team is about 30 years old.

The management team of Mango Consultant Co., Ltd is composed of the Chief Executive Officer, Mrs. Anchalee Wongpintu, the Chief Financial Officer, Mr. Suradej Songsermsujarit, the Chief Software Officer, Mr. Kantapong Haud U Pad, the Chief Marketing Officer, Pete Wongpornpenpap and the International Project Manager, Ludovic Barberet.

## 1.7 Mango's office

Mango's office is located in the city center of Bangkok, at the 37th floor of the RS Tower at 121/101 Ratchadaphisek Road in the sub-district Dindaeng in Bangkok.

## 1.8 Why will you choose Mango Consultant Co., Ltd to do your internship?

At Mango Consultant, we are attentive to all your needs and help you if you request it. You can call the Internship Program Director anytime you feel in need of something, he will try to help you the best he can.

You will work on real projects. You will program or design with tools that the IT industry is currently using for all kind of projects. So doing your internship at Mango Consultant Co., Ltd will give you a real insight into the IT industry.

Thailand is not yet famous for its IT industry but for its tourism. During the weekends or your holidays you will be able to enjoy all what Thailand has to offer. The internship will be held in Bangkok, Thailand, one of the most attractive countries around the world. Thailand is ranked top country for expat's best quality of life according to the HSBC's latest report Expat Experience 2010 (http://www.offshore.hsbc.com/1/2/international/expat/expat-survey/expat-experience-report-2010).

Asia is the future. Doing an internship in Thailand may help you to build your career.

You will work within a team. The internship supervisor from Mango Consultant Co., Ltd will advise you during your internship concerning your tasks. The members of the French and Thai team will help you to settle down at your arrival.

Finally, we listen to our interns. If you have an idea, a new project or simply a suggestion, we will listen to you and we will give you full support to develop it.

Our international interns feel supported from arrival, through their internship and beyond. We try to keep in touch with all of them to be witness of their success after their training at Mango Consultant Co., Ltd.

## 1.9 Testimonials of interns about Mango Consultant and living in Thailand

"It was the first time I left France to go aboard for such a long period of time. It was my first real working experience and I don't regret it! It was more amazing than what I could imagine. The internship at Mango Consultant Co., Ltd was held in very good conditions thanks to the dedication and kindness of the people around us. We have enjoyed these three months in Thailand and the work at Mango Consultant Co., Ltd allowed me to improve my knowledge in the different tools and software we used at the university such as Photoshop, Illustrator, etc. and know myself better and finally have an idea what I want to do in the future. Personally, I would like to continue studying graphic design and visual creation. To do this compulsory internship from the University of Burgundy in Thailand allowed me to discover a new culture very different from the French culture and give me the desire to work in an Asian country and if possible in Thailand. This country is rich in history and culture, and that makes me want to learn more about it. The people I met

during the internship and my curiosity for discovering new things make me want to go back to Thailand and if possible settle down there in the next coming years."
**Arnaud Fevre**, Graphic designer intern at Mango Consultant Co., Ltd, Year 2011

"Mango Consultant is a software and "human development" company. This company allowed me to develop theoretical knowledge in its field and to discover a new work environment in order to complete my first experience, and discover a new country with a different culture, and different people.
The employees of Mango Consultant were very welcoming and friendly, I want to thank the top management team of Mango Consultant who invited us when we arrived at a weekend on the beach with all the staff members, where we met the majority of people we remained close thereafter.
I would love to repeat the experience as soon as my skills could match the needs of Mango Consultant because I miss the colleagues. It is the first company that I see where there is such cohesion and a real group of work and a friendship atmosphere, where the leaders are respected, etc. So different to what I have seen in France.
If the opportunity arises again, I would return to Thailand without hesitation, because the price of living is low, you can party everywhere, people are friendly and pleasant, the weather is perfect, well, I do not see anymore reasons I need to live there!
I would like to thank all Mango Consultant staff for allowing me to have such a unique experience, I will never forget the period from 13 January to 1 April 2011.
Thank you very much."
**Yassin Nasser-Allah**, Multimedia artist at Mango Consultant Co., Ltd, Year 2011

Some more testimonials from our international interns are available on the official Mango Consultant Co., Ltd website at this URL: http://www.mangoconsultant.com/careers.php

# CHAPTER 2 – Internship at Mango Consultant Co., Ltd

## 2.1 Introduction about the programs

There are two programs that you can apply. The choice should be done according to your major and abilities.

## 2.2 Program 1: Software development

This program is designed for people studying BSc. Software engineering, BSc. Computer Science or related fields. You may require having programming, server administration, and/or database skills.

Depending on your skills, you may work on different projects and we may assign you different tasks such as:

- Participate to the development of a module or software according to corporate software development standards

- Design and develop database systems in SQL Server, Sybase or MySQL
- Test, debug and document software developed
- Carry out maintenance and support of assigned systems
- Investigate, analyze and document reported defects into the bug tracking system
- Perform maintenance programming and correction of identified defects

If you have an idea you want to develop, if we approve it, we will give you full support to do it.

## 2.3 Program 2: Design

This program is designed for people studying BA Graphic design, BA Illustration/Animation or related fields. You may require having skills in Adobe Photoshop, Illustrator, Flash, etc.

Depending on your skills, we may assign you different tasks such as:

- Design the user interface of the software
- Design new icons
- Design business cards
- Design some products for the corporate identity of the company (T-shirts, etc.)
- Design PowerPoint slides template
- Create an animation for a software in Flash
- Create brochure for our software or for the company
- Create a web site for a software or for the company

We will try to give you different tasks as much as possible at the beginning of your internship so you can decide what you prefer to focus on and then you can work on it.

If you have a creative idea, please feel free to let us know and we will decide together the best way to do it.

## 2.4 Process to apply to an internship program

Step 1: Application form
You choose the internship program in which you want to join and fill in the Internship Application Form (Appendix E) and related documents (Appendix F) to apply. You will be allowed to participate only within the type of internship that is relevant to your major and abilities.

Step 2: Curriculum Vitae
You should prepare a Curriculum Vitae and/or your portfolio in English, French or German and send it with the application form to the Internship Program Director, who will give you an answer within two weeks after receiving all the documents.

Step 3: Interview with the Internship Program Director
If the Internship Program Director decides after checking all the documents described above that you may be able to join the team, he will give you a short interview. You will know by email after one week if you pass the interview.

Step 4: Agreement between the university and Mango Consultant Co., Ltd
If the interview is successful, you and the Internship Program Director will sign an agreement between your university and Mango Consultant Co., Ltd.

Step 5: Plane ticket and visa
When the agreement has been signed by both parties and the student, you can purchase your plane ticket and should process your visa at your own expenses. During this process, Mango Consultant Co., Ltd can provide you any documents that you may require to apply the Non-Immigrant ED visa.

Step 6: Insurance
You need to make sure that your insurance does cover any medical expenses in Thailand during your internship aboard. A copy of the insurance certificate needs to be sent by email to the Internship Program Director before your arrival.

Step 7: Join Mango's team!

## 2.5 Role of the internship host (Mango Consultant Co., Ltd)

We invite you to work in our office with Mango's team. We can provide you with all necessary papers for you visa application or any administrative process required.

We will also give you a training concerning the company, the tools and the process we are using and any other trainings we may find useful to you.

## 2.6 Role of the university

The university attests that you have a certain amount of knowledge and it will be very profitable for you to spend a few months in a company to practice what you have learn so far.

The university will have an agreement with Mango Consultant Co., Ltd to allow you to do your internship in our headquarters.

## 2.7 Role of the Internship Program Director (IDP) / Company Internship Supervisor

The IDP will monitor your progress and give you an evaluation during and at the end of the internship.

The IDP is also in charge of the coordination of the program between Mango Consultant Co., Ltd and the university.

If you need any support you can contact him. He may also assign you tasks during your internship.

At the end of the internship, the IDP may honor you with a certificate from the internship host to acknowledge your work.

## 2.8 Role of the University Internship Supervisor (UIS)

The UIS at the University is in charge of the coordination of the program between the university and the host company.

He may help you to get scholarship from your home country or region. You may need also to talk with the International Relations Officer at your university.

## 2.9 Role of the examiners

The examiners' team will judge your work during your internship.

They will read your internship report and may listen to one of your presentation which outlines what you did during your internship.

Usually the UIS is also part of the examiners' team.

## 2.10 Student Duties and Responsibilities

You will work under the supervision of the IPD. If any issue arises, you may talk directly with the IDP or other members of the management team.

We expect you to behave well and perform the tasks that your manager assigned you.

You will act according to the MII rules and the rules defined in the internship agreement.

## 2.11 Pay and compensation

Salary
Unfortunately, we cannot give you a salary monthly for different reasons:
If we pay you a salary, you will need to be registered as a full time employee at Mango Consultant Co., Ltd and this will require you to have also a working visa and a working permit. It is a lot of administrative papers which take a few months to prepare. The internship for a short period (below 1 year) does not require any working visa but an

education visa since you will receive training while practicing what you have learn at the university.
Also Mango Consultant Co., Ltd is a young company and simply cannot afford to pay a foreigner salary to its international interns.

Benefits
Despite you do not get any monthly salary, you will get other benefits such as:

- Free Thai language and culture classes once or twice a week (so you can communicate with Thai people easily)
- Find an accommodation for you before your arrival (since one of the most stressful experience for new comers is to find a place to live, we will propose you a service apartment at reasonable price (cf. accommodation section))
- Participate to the company events (the company organize sometimes special events like a weekend on the beach or a football competition; you are welcome to join these events for free)
- Play badminton every Tuesday (the company invite you to play badminton with the staff every Tuesday evening for free)

### 2.12 Guidelines for the student during the internship

You will usually need to produce a report to give to your home university. Also, you may need to send some documents concerning your sponsorship from the European Union, your home country or region.

This depends greatly on each of you so we will help you if needed to process any documents. Usually more guidelines will be given by the UIS or the International Officer at your university.

### 2.13 "The rules" of Mango International Interns "The MII"

(Appendix A)

### 2.14 Ending internship

(Appendix B)

# CHAPTER 3 – Practical information

### 3.1 Before departure

### 3.1.1Visa application

You should apply for the Non-Immigrant ED visa in your home country which will allow you to stay for a period of 3 months to 1 year in Thailand.

Required documents:
The applicants must submit the following relevant documents to get a Non-Immigrant ED visa:

1. Visa application form completely filled out and signed
2. Passport or travel document with validity not less than 6 months and its copy
3. Two (2) recent 2 x 2 inches photographs (taken within the past 6 months)
4. Internship Agreement copy
5. Copy of your flight or reservation ticket
6. Appropriate visa processing fee

Notes:
These requirements may change so please check the current list of requirements on the Thai embassy website of your home country.
Applications are usually processed 5 working days after the date of submission, provided that all required document is completed.
Do not apply for a visa earlier than 3 months before your expected date of arrival in Thailand for a single entry visa.

### 3.1.2 Flight ticket

To find a cheaper flight ticket, you may check the following websites:
http://www.kayak.com
http://www.easyvols.fr

At Mango Consultant Co., Ltd, we are flexible and allowed you to join the company a few days earlier or later as the date announced firstly in the internship agreement so you can check different flights and find the cheapest one.

### 3.1.3 Insurance

You need to have an insurance to cover any medical expenses you may have to pay in Thailand. Please send us a copy of the insurance certificate before your arrival.

### 3.1.4 What to bring

We recommend that you do not bring too much luggage with you as many airlines will charge you a fee for additional bags and these charges can be very high. You will be tempted to bring all you will need for the period of your internship but it is often cheaper to buy what you will need when in Thailand.

### 3.1.5 What not to bring

Please do not bring any meat, milk, animal or plant products into Thailand. These rules are essential to protect the environment by reducing the risk of animal and plant diseases being brought to Thailand.

Do not pack anything of great value. I.e. jewelry, unless essential.

Further Customs restrictions include live animals, cigarettes and alcohol, weapons, drugs etc. and can be found at the Thai customs department website: http://www.customs.go.th/Customs-Eng/Traveller/TravelEng.jsp?menuNme=Travel#4

Here is a non-exhaustive list about prohibitions, limitations and duty exempted personal effects:

- Prohibitions: Narcotics, Obscene printed materials, Preserved wildlife.
- Limitations: Some kind of objects to be imported or exported shall have the permission from the related authorities such as: Firearm (royal Thai police), Explosive (royal Thai police), Statue of Buddha (customs department), Antiques (customs department), Telecommunication equipment, Plants (department of agriculture), certain types of drugs and chemicals (food and drug administration).
- Duty exempted personal effects: Personal effects with value not more than THB10000, not more than 200 cigarettes, not more than 250g cigars or tobacco, not more than 1 liter of liquor.

Customs regulations are subject to change at any time. You can check the latest details on the IATA website: http://www.iatatravelcentre.com/TH-Thailand-customs-currency-airport-tax-regulations-details.htm.

### 3.1.6 Weather

Thailand can best be described as tropical and humid for the majority of the country during most of the year.

The summer period, or hot and dry season, is from March to June. At this time temperatures in Bangkok average around 34° C, but can often reach 40° C with the humidity levels of 75%.
From July to October is the monsoonal season when most of Thailand's annual rainfall is accumulated. The humidity averages just under 90%, with temperatures averaging around 29° C in Bangkok.

You can check more about weather in Thailand on the official Thai meteorological department at the URL: http://www.tmd.go.th/en/climate.php?FileID=1 and from the

interactive map on the tourist web site Travelfish: http://www.travelfish.org/weather_fish.php.

### 3.1.7 Electricity in Thailand

Electricity in Thailand is 220V - 50Hz. If your electrical device does not accept 220 Volts at 50 Hertz you will need a voltage converter.
Electronic and/or electrical equipment and devices from Japan or the USA may not work in Thailand even though you may be able to plug them in. There may be a fire risk and you could damage the device or appliance.

The photo below shows the wall receptacle design usually found in Thailand. They accommodate both flat prongs (like in the U.S. and Japan) and round prongs (like much of Europe and Asia). Actually, most receptacles in Thailand are two prongs, missing the third grounding/earthling prong at the bottom. However, the newest office and condominium dwellings usually offer the third prong due to increased awareness of the importance of grounding for both safety and equipment damage reasons.

Plug adapters are cheap and available in stores and in the street in Thailand. They cost around THB100.

There are many electronic devices nowadays that accept 100V-240V 50-60Hz inputs and will convert the voltage automatically. Take a look at the electrical information on the box that is part of your power cord, on the device or user manual. If you are unsure you should bring a step-down voltage converter - 240V to 220V.

### 3.1.8 Your luggage

Remember to label ALL your luggage with your full name, company or home address and the address of your accommodation in Thailand.

### 3.1.9 Thailand health and vaccination

Don't let illnesses spoils your stay in Thailand. These are a few of the common diseases in Thailand, along with the vaccination information for Thailand against these diseases so that you can have a healthy and happy stay:

Diarrhea and Typhoid

Precaution measures for diarrhea work for typhoid too. Get typhoid shots, in injectable or oral form before your trip. Avoid uncooked food and take standard bottled or boiled water. Booster vaccination is available at most Thailand medical centers.

Hepatitis

Get hepatitis A vaccination at a reputed medical center. Take the common precautions against water-borne diseases to prevent Hepatitis E. Hepatitis B vaccination is available at most medical centers too.

Mosquito-borne Diseases

Get Japanese encephalitis shots before entering Thailand if you've plans to stay long in the countryside. If you are visiting Thailand during monsoon (May-September), use mosquito repellant at all times. If you have symptoms that make you suspect dengue, like fever with rashes, muscle pain and head-ache consult a good medical center in Thailand. If you are traveling to the mountains and have fever within two weeks of your entry, seek medical examination at once to rule out chance of malaria.

Sexually transmitted Diseases and HIV (AIDS)

To ward off the risk of STD like gonorrhea, syphilis or HIV (AIDS), always use condoms during sex. Avoid casual sex. Make your stay in Thailand joyful by following these basic health protection tips.

You may check the Thailand profile on the World Health Organization website to know more about health in Thailand: http://www.who.int/countries/tha/en/.

You may check the Centers for Disease Control and Prevention website to have up-to-date health information about Thailand: http://wwwnc.cdc.gov/travel/destinations/thailand.aspx.

You can find a list of hospitals for foreigners in Thailand at the Appendix G in the phone number list.

### 3.1.10 Finance

It is essential to plan your finances carefully for the duration of your internship since the company will not pay you. It is essential that you have sufficient funds to cover your accommodation and living expenses before you travel to Thailand.

### 3.1.11 Budgeting

When planning your budget, you need to account for your everyday living expenses including your food and clothes allowing for sufficient amounts for leisure activities and socializing.

How much money should I bring with me?
It is essential that you have sufficient funds to cover any expenses during the first few days in Thailand and we would recommend that you bring no more than 300€ in cash for your living costs for the first few weeks. For your own safety we advise you not to travel to Thailand with large amounts of cash.

You should make sure your debit/credit card can be used in Thailand. Thai ATM accept MasterCard and Visa cards generally.

You can check Appendix C Monthly budget in Thailand to have more information about the living cost in Thailand and how much you may spend during your stay in Thailand.

### 3.1.12 Currency exchange

You can exchange your money at most banks or hotels in Thailand. You can check the current rate at most banks. Please find below approximate rates between Thai Baht and US dollar, Euro and British Pound:

1 USD = 31 THB
1 EUR = 43 THB
1 GPB = 48 THB

You can check the current rate of the Thai Baht at the following URL: http://www.xe.com/?c=THB.

## 3.2 On your arrival in the kingdom and during your stay

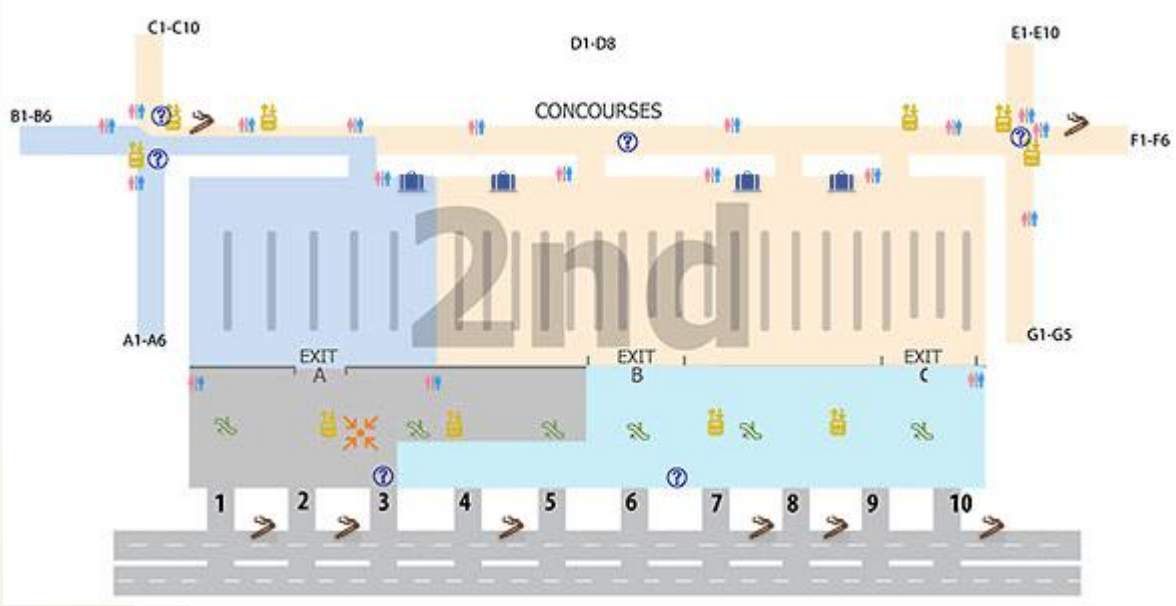
### 3.2.1 At the airport

After a few steps, you will meet Mango Consultant representative who is already waiting for you at the airport.

1. Disembark from the aircraft
2. Show your passport and the Immigration Card TM6 (Arrival Card sheet) at the Immigration Control Counter. The flight attendant will give you the Immigration card TM6 prior to your arrival in Thailand. We advise you to fill it in during your flight. So you will be ready to give it when you arrive at the airport
3. Wait for luggage at Baggage Claim
4. Pass through customs check-point (cf. notes on customs)

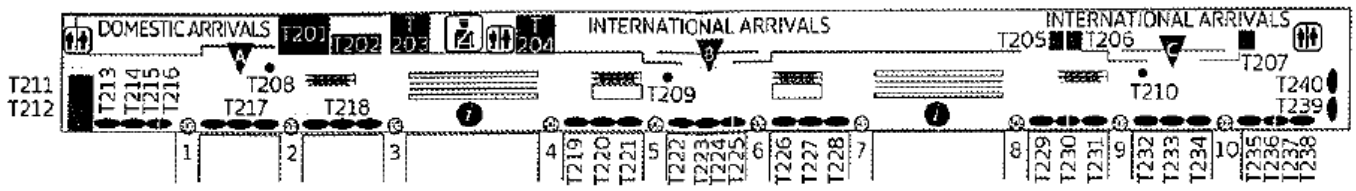
5. Move to Arrival Hall on 2nd Floor Exit B and C
6. We will wait for you at the meeting point in front of the gate 3 (cf. map below). So when you get to the arrival hall, you turn right and keep walking until the meeting point.

Map Suvarnabhumi Airport Level 2 Arrivals




- Meeting Point
- Escalator
- Elevator
- Information Counter
- Smoking Room
- Oversize Baggage Claim

Map Suvarnabhumi Airport Level 2 Arrivals n°2




**Shopping**

| | |
|---|---|
| **Books & Magazines** | |
| The News & Books | T218, T240 |
| **Conveniences Store** | |
| Boots (Pharmacy) | T203 |
| Family Mart | T201 |
| 7 Eleven | T202 |
| **Gift & Souvenirs** | T218, T229 |
| **Package Food & Toys** | T218, T229 |
| **Watch / Pen / Lighter** | T218, T229 |

**Dining**

| | |
|---|---|
| **Snacks & Refreshments** | |
| Sawasdee | T221 |
| The Mirade by Louis' Tavern | T217, T232, T234, T235 |

**Traveller's Services**

| | |
|---|---|
| **Banking & Currency Exchange** | |
| Islamic Bank of Thailand | T213 |
| Siam Commercial Bank | T206, T211, T222, T230 |
| TMB Bank | T205, T212, T226, T231 |
| **Hotel & Travel** | |
| Association of Thai Travel Agents | T216, T224, T234 |
| Left Baggage | T204 |
| Official Hotel Reservation | T215, T225, T237 |
| Tourism Authority of Thailand (TAT) | T207, T239 |
| Tour Service | T214, T219, T223, T229, T233 |
| AOT Limousine | T208, T209, T210 |
| **Medical Services** | |
| A World of Care (Bumrungrad International Hospital) | T237 |
| **Mobile's Services** | |
| AIS Mobile Phone Service | T227 |
| DTAC International Mobile Service Center | T228 |
| TRUE | T220 |

Tourist Police
Toilets
AOT information
Terminal

Source: http://www.suvarnabhumiairport.com/main_en.php

### 3.2.2 Immigration control

Upon arrival in Thailand you will need to pass through Immigration Control. You will be asked to complete a landing card on arrival, usually given in the plane. You should hand this card to the Immigration Officer in the airport. The Immigration Officer may also ask to see:

1. your passport (containing your student visa)
2. your offer letter from Mango Consultant Co., Ltd
3. the agreement between your home university and Mango Consultant Co., Ltd

### 3.2.3 Delayed/Lost Luggage

Delayed luggage is often referred to as 'Lost Luggage'. If your luggage is lost or delayed please do the following:

- Check the areas around the carousel. It is possible your luggage may have been unloaded already.
- Go to the information/enquiry desk and tell a member of staff that your luggage has not arrived. You may be asked to produce your ticket and to provide a description of your luggage.
- Listen carefully to the information provided by the member of staff.

This will include a reference number for your luggage. Please remember to provide your accommodation address in Thailand or Mango Consultant Co., Ltd address so the airline can forward your luggage to you.

### 3.2.4 Pickup service

A representative of Mango Consultant Co., Ltd will pick you up at the Bangkok International Suvarnabhumi Airport. Please let us know at least one week in advance your flight number, date and time of arrival in Bangkok.

### 3.2.5 Accommodation

Mango Consultant Co., Ltd found for you an accommodation:

- 1 bedroom service apartment at Rompo Mansion, with good standards for foreigners and at relatively cheap price with different facilities such as swimming pool or Thai boxing gym.
- 1 bedroom service apartment at Villa Ratchada, a 21m² room, very clean and cheap. (there are no swimming pool or Thai boxing gym)

For more information about this accommodation you can check their website at this URL: http://www.rompomansion.com (Superior suite).

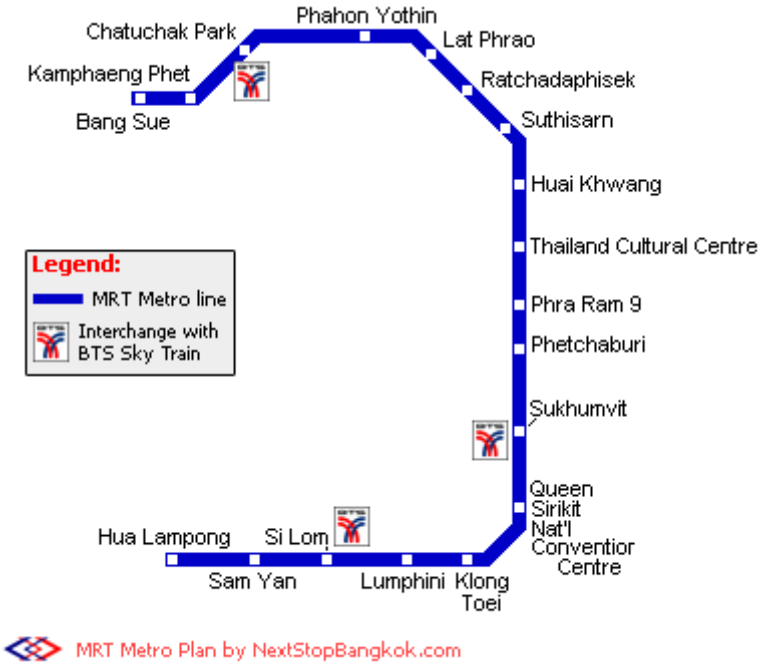
### 3.2.6 Travel to the company

If you stay at Rompo Mansion, you will be close to the subway (MRT) station Queen Sirikit National Convention Centre.

If you stay at Villa Ratchada, you will be able to go by walk to Manga, it takes about 7 minutes.

Mango Consultant's office is located in the tower just behind the Thailand Cultural Centre subway station exit 4.

As you can see on the Bangkok subway map below, Rompo Mansion is only 4 subway stations far from Mango Consultant's office. From door to door it's about 25 minutes commuting.




### 3.2.7 Orientation program

On your arrival day, we will welcome you by inviting you to dinner at a restaurant.
On your first week at work, we will introduce you to the people you will work with and give you an introduction about Mango Consultant. Co., Ltd and training about the tools we are using.

### 3.2.8 Registering with your embassy in Thailand

This is not compulsory but you can register in your embassy in Thailand to let your government knows your contact details in Thailand in any problems occurs during your stay. You may also have information about special events organized by your home country in Bangkok or in Thailand.

### 3.2.9 Public Holidays

The list of public holidays in Thailand is as follows for the year 2012:
January: New Year's Day- Dec 31 - Jan 1
February: Makha Bhucha Day- Feb 7
April: Chakri Day- Apr 6, Songkran Day- Apr 13 - 15
May: National Labor Day- May 1, Coronation Day- May 5, The Royal Ploughing Ceremony- May 13, Visakha Puja Day- May 17
July: Asalha Bhucha Day- Jul 26, Khao Phansa Day- Jul 27
August: H.M. the Queen's Birthday- Aug 12
October: End of Buddhist Lent- Oct 23, Piyamaharaj Day- Oct 23
December: H.M. the King's Birthday- Dec 5, Thai Constitutions Day- Dec 10

### 3.2.10 Where can I go for support during my internship?

In case you need support concerning your accommodation, you can contact the administrative office or the reception at Rompo Mansion or Villa Ratchada; it depends of your choice. You can also contact Thierry, the French owner of the restaurant in Rompo Mansion.

In case you need support concerning any other issues, please contact the Internship Program Director, Ludovic Barberet or the Chief Marketing Officer, Pete.

You can find their phone numbers in the phone number list at the Appendix G.

### 3.2.11 Communication

Telephone
Mango Consultant Co., Ltd provides you with a Thai SIM card with some credit. Once the credit is finished you can top up in 7/11 shops or other convenience shops. We advise you to use VOIP software or Skype to call your home country.

Internet:
Rompo Mansion can provide you wireless internet at a monthly fee of 900THB and Villa Ratchada provide you internet at a monthly fee of 100THB. If you choose another accommodation you will need to check if they can provide you internet.
You can also freely connect to internet using the wireless or cable network at Mango Consultant's office.

Post
Postal Service is available at the Post Office. Post Offices are usually open from 9am - 5.30pm Monday to Friday and between 9am and 4pm on Saturdays.

### 3.2.12 Driving in Thailand

Driving a car or a motorbike in Thailand is not recommended (as well as riding a bike) to avoid any danger. If you need to travel from one place to another, we recommend you to use other transportation means such as bus, train, subway, airplane or taxi.

### 3.2.13 Living in Thailand

Thailand is great country to live it but there have some traditions it will be recommended to follow (cf. Appendix D: Thai traditions and customs).

### 3.2.14 Traveling in Thailand

What to visit in Bangkok?

You can find below the top 10 of places to visit in Bangkok.

1. Grand Palace & Wat Prakeaw
2. Chinatown (Yaowarat)
3. Floating Market
4. Wat Arun (The Temple of Dawn)
5. Wat Pho
6. Chao Phraya River & Waterways
7. Jim Thompson's House
8. Ladyboy show
9. Vimanmek Mansion
10. Siam Ocean World

You may check some more websites to have a better idea of these places such as Bangkok website, Tripadvisor and Virtualtourist.

What to visit in Thailand?

They are plenty of things to see and to do in Thailand and this depends greatly on the season what will be best to do. So we advise you to check on different websites such as Globalgrasshopper, Thailand.net.au and Tripadvisor.

Getting Around
Getting around Thailand is very easy and there are numerous means of transportation for any and all budgets. Thailand is not known for being the safest country when it comes to driving. Driving in Bangkok and anywhere in Thailand can be very dangerous if you are not familiar with driving in Thailand.

There is an excellent nation-wide network of cheap and V.I.P buses, taxis and a limited railway system. Domestic flights are available, are very good, and inexpensive compared to many other countries but if you visit 'out of the way places' you may not be able to get there by plane.

You can check some important information about traveling in Thailand from the official Foreign Commonwealth Office website at http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/asia-oceania/thailand.

The official web site of tourism in Thailand at http://www.tourismthailand.org/ can be a good source of information as well as the Lonely Planet website: http://www.lonelyplanet.com/thailand.

### 3.2.15 Checklist for pre-departure

Have you arranged the following?

1. Visa ED for Thailand
2. Make copies of important documents such as passports and ID cards for future use
3. Insurance certificate printed

4. “International” debit/credit card

What should I carry in my hand luggage?

1. Valid passport
2. All correspondence from Mango Consultant Co., Ltd, including offer letter.
3. Copy of visa letter if applicable
4. Enough money for the first few weeks
5. Insurance documents
6. Appendix G: Phone numbers list
7. Any valuables

Remember to pack sharp objects, scissors, and razor blades in your hold luggage as these are strictly prohibited in your hand luggage.